Barrett Accounting and Tax LLC
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January 11, 2021

Dear Friends and Clients:

It has been a unique and stressful year; however, I am thankful the annual tax season is soon upon us! I want to inform you of a few exciting updates in our office:

In May, we moved in front of our old office to a on the street office at 67A South Old Rand Road still in Lake Zurich and we have two new employees- Tanya Kittle, Administrative Assistant and Gadi Bates, CPA.

Enclosed is your 2020 Tax Organizer that will assist you in assembling your tax information. If you find the Tax Organizer helpful, please use it. If, instead, you prefer to provide your tax documents to us and not use the Tax Organizer, that is fine also.

Drop-offs Procedures in keeping with current Social Distancing requirements:

When you have your **complete** 2020 tax information assembled, please drop off, fax, mail or FedEx or submit your information to us via our secure portal (LEAPFILE).

If you need to discuss a particular tax issue, please feel free to call or email me. As always, one of our team members will contact you if we are missing any information or if we have questions while preparing your tax return.

Dropping off, mailing, or electronically submitting your personal tax documents to our office before February 15th, 2020 will gain you a **5% fee reduction (returning clients only)** if we receive your complete information.

Other matters:

We will make every effort to complete each tax return; however, we cannot guarantee completion for returns received after March 30, 2021. If we receive your tax information after March 30, 2021 and you still require your returns be filed before April 15, 2021, an $100 additional processing fee will be added. You can always request we file a timely extension on your behalf ***(at no cost to returning clients)***.

Finally, we continue to have two Professional Associates in our office: John Short and Gadi Bates. Both John and Gadi have met the highest professional standards of qualifying as Practicing CPAs. If either of them reaches out with follow-up questions, we would appreciate your helpfulness.

If you have any questions, please give me, Tanya, John or Gadi a call at 847-550-0788. We are thankful to serve you, appreciate your confidence in us and welcome new client referrals by offering you a 7% discount on your next billed service.

Arthur Barrett, CPA

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2020 TAX ORGANIZER

Taxpayer Information		Spouse Information	
Last name	CLIENT	Last name	NEW
First name		First name	
Middle Initial	Suffix	Middle Initial	Suffix
Social security number		Social security number	
Occupation		Occupation	
Work phone	Ext	Work phone	Ext
Cell phone		Cell phone	
E-mail address		E-mail address	
Date of birth		Date of birth	

Address ____ Apartment number ____

City ____ State ____ ZIP Code ____

Home phone ____ Fax number ____

Dependent Information

First name / Last name	MI / Suffix	Social Security Number / Relationship	Date of Birth	Months Lived with Taxpayer	Child Care Expense

Child and Dependent Care Provider Expenses

Name	Address	ID Number	Amount Paid

Education Tuition and Fees

Attach all Form 1098-Ts and a list of your qualified education expenses.

Student Loan Interest Paid

Enter total 2020 qualified student loan interest ____

CLIENT

2020 Income

Attach Form(s) W-2 — Wages, Salaries, Tips and Other Compensation

Employer Name	2019 Amount

Attach Form(s) 1099-R — Distributions from Pensions, Annuities, Retirement, Profit-Sharing, IRAs, etc

1099-R Payer Name	2019 Amount

Attach Form(s) SSA-1099 — Social Security/Railroad Benefits

	Taxpayer	Spouse
Social Security Benefits from Form SSA-1099		
Railroad Retirement Benefits from Form RRB-1099		
Medicare B premiums withheld		
Medicare C premiums withheld		
Medicare D premiums withheld		

Attach Form(s) 1099-MISC — Miscellaneous Income and 1099-NEC

1099-MISC Payer Name and 1099-NEC Payer Name

Attach Form(s) 1099-INT — Interest Income

1099-INT Payer Name	2019 Amount

Attach Form(s) 1099-DIV — Dividend Income

1099-DIV Payer Name	2019 Amount

Attach Form(s) 1099-B, 1099-S – Sales of Stocks, Bonds, Real Estate, etc

Attach all stock sale transaction information, including initial cost information.

Other Government Forms to attach:

Form(s) 1099-G — Certain Government Payments, Schedule K-1s — Partnership, S-Corporation, Trust or Estate Income, Form(s) W-2G — Gambling or Lottery Winnings, Form(s) 1099-Q — Payments from Qualified Education Programs

Other Income:

Alimony, jury duty, unreported tips, disability income, etc. Business, rentals, farms: Attach income and expenses for any business, rental or farm you own. Include a list of all new equipment acquired this year, including date of purchase and cost.

Retirement Plan Contributions

	Taxpayer	Spouse
Traditional IRA contributions made for 2020		
Roth IRA contributions made for 2020		
SEP, Keogh, Individual 401(k) or SIMPLE Contributions		

CLIENT

2020 Deductions

Medical and Dental Expenses

Medical and Dental Expenses	2020 Amount	2019 Amount
Prescription medications		
Health insurance premiums		
Doctors, dentists, etc		
Hospitals, clinics, etc		
Eyeglasses and contact lenses		
Miles driven for medical purposes		
Other medical and dental expenses:		

Taxes

Taxes	2020 Amount	2019 Amount
Real estate taxes paid on principal residence		
Real estate taxes paid on additional homes or land		
Auto license registration fees based on the value of the vehicle		
Other personal property taxes		

Interest Expenses

Home mortgage interest paid – Attach Form(s) 1098.

Lender's Name	2020 Amount	2019 Amount

Points paid on loan to buy, build or improve main home

Lender's Name	2020 Amount

Cash/Check/Credit Contributions

	2020 Amount	2019 Amount

Noncash Charitable Contributions

Attach all receipts with details listing the following information: Donee, donee address, description of donation, date acquired and date contributed, your cost, value at time of donation, and how you acquired the property.

Miscellaneous Deductions

Miscellaneous Deductions	2020 Amount	2019 Amount
Union and professional dues		
Professional subscriptions, books, supplies		
Uniforms and protective clothing (including cleaning)		
Job search costs		
Taxpayer educator expenses		
Spouse educator expenses		
Tax return preparation fees		
Safe deposit box rental		
Gambling losses (to the extent of gambling income)		
Other expenses (list):		

		Yes	No
1	Did you receive an Economic Impact (Stimulus) Payment?	☐	☐
	If yes, how much did you receive?		
2	Did a lender cancel any of your debt in2020? (Attach any Forms 1099-A or 1099-C)	☐	☐
3	Did you make energy efficient improvements to your home or purchase any energy-saving property during 2020? If **yes**, please attach details	☐	☐
4	Did you purchase a motor vehicle or boat during 2020 ? If **yes**, attach documentation showing sales tax paid.	☐	☐
5	Did you purchase a hybrid or electric vehicle in 2020? If **yes**, enter year, make, model, and date purchased:	☐	☐
6	Did you donate a vehicle in 2020? If **yes**, attach Form 1098C	☐	☐
7	What was the sales tax rate in your locality in 2020 ? ______ % State ID ____		
8	Did your marital status change during 2020? If **yes**, explain:	☐	☐
9	Were you or your spouse permanently and totally disabled in 2020?	☐	☐
10	Do you have dependents who must file?	☐	☐
11	Do you have children who are under age 19 or a full time student under age 24 with investment income greater than $2,200?	☐	☐
12	Did you provide over half the support for any other person during 2020?	☐	☐
13	Did you incur adoption expenses during2020 ?	☐	☐
14	Did you receive a total distribution from an IRA or other qualified plan that was partially or totally rolled over into another IRA or qualified plan within 60 days of the distribution?	☐	☐
15	Did you receive any disability payments in2020 ?	☐	☐
16	Did you receive tip income **not** reported to your employer?	☐	☐
17 a	Did you buy, sell, refinance, foreclose or abandon a principal residence or other real property in2020 ? If **yes**, attach closing or escrow statements, 1099-C or 1099-A forms	☐	☐
b	If you sold a home, did you claim the First-Time Homebuyer Credit when you purchased it?	☐	☐
18	Did you incur any casualty or theft losses during2020 ?	☐	☐
19	Did you incur any non-business bad debts?	☐	☐
20	Did you pay any individual for domestic services in2020 ?	☐	☐
21	Did you take a retirement account distribution related to the corona virus or a natural disaster?	☐	☐
22	Did you buy or sell any stocks or bonds in2020 ?	☐	☐
23	Did you use the proceeds from Series EE or I U.S. savings bonds purchased after 1989 to pay for higher education expenses?	☐	☐
24	Did you incur any moving expenses? If **yes**, attach details	☐	☐
25	Did you receive any income not included in this Tax Organizer? If **yes**, please attach information.	☐	☐
26	Do you expect your income and deductions in2021 to be the same as 2020 ? If **no**, attach explanation of changes expected.	☐	☐
27	Did you receive Form 1095-A (Health Insurance Marketplace Statement)? If so, please attach	☐	☐
28	At any time during 2020, did you sell, send, exchange, or otherwise acquire any financial interest in any virtual currency?	☐	☐
29	**a** Did you obtain a Paycheck Protection Program (PPP) loan?	☐	☐
	b If yes, has any portion of that loan been forgiven?	☐	☐
30	If you paid any alimony, enter recipient's SSN: ________ Alimony paid: ________		
31	Enter your state of residence ... **Taxpayer** ________ **Spouse** ________		

Electronic Filing and Direct Deposit of Refund

	Yes	No
If your tax return is eligible for Electronic Filing, would you like to file electronically?	☐	☐
The Internal Revenue Service is able to deposit many refunds directly into taxpayers' accounts. If you receive a refund, would you like direct deposit?	☐	☐

If **yes**, please provide a voided check (not a deposit slip) if your bank account information has changed.

What type of account is this? ... Checking ☐ Savings ☐

Estimated Tax Paid

Federal		State			Local		
Date	Amount	Date	Amount	ID	Date	Amount	ID

Additional Information (Enter any additional information here and attach any documents.)